**Attachment D: Sample format for Preventive Maintenance Schedule**

**Word version from PHN 2016-18**

Introduction from PHN 2016-18:

As a reminder the Facilities Management Specialist Unit has developed a uniform set of tasks in order to help assist LHA’s in their responsibility to effectively preserve and extend the useful life of materials, equipment, fixtures and other elements of their property.

This program is designed to assist LHA’s of all sizes and varying degrees of capacity. The program is a set of reminders not to be interpreted as a complete and comprehensive preventative maintenance program (PMP). Each LHA is responsible to develop a comprehensive Preventative Maintenance Program that is based on the buildings, systems and equipment at their location.

DHCD is providing all LHA’s with this PHN of monthly reminders in hopes that this information will be useful in establishing or complementing your own PMP and would assist in protecting your assets.

Attached you will find all monthly reminders for the 2016 calendar year.

Adopting the program will help to avoid costly emergency situations that threaten your budget and the health and safety of your staff and residents.

These preventative maintenance schedules may be used for the Annual Plan if they are properly customized for the actual equipment at your LHA. Edit the task lists as appropriate, then create a PDF file and upload it to the maintenance plan component of the Annual Plan.

January Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. Hot air furnace / Boiler winter PM.
3. Oil circulator pumps.
4. Clean dryer vents.
5. Vehicle Inspection:
   * Check all fluid levels: crank case, transmission, etc.
   * Check antifreeze, radiator rust inhibiter, and thermostat.
   * Check windshield washer fluid.
   * Check belts and hoses.
   * Check plugs, wiring, battery, clean and grease terminals.
   * Clean out air cleaner.
   * Check wheel alignment and tire balance (signs of uneven wear).
   * Check heater and defroster.
   * Check wiper blades for wear.
   * Check underbody for corrosion and hose off.
   * Change engine oil in all vehicles. (1st quarter)
6. Check Smoke and Carbon Monoxide detectors during annual inspections.
7. Clean/disinfect compactor and trash chutes.
8. Inventory tools, equipment, refrigerators and stoves in stock.
9. Inventory of supplies and small parts.
10. Unit inspections – schedule so as to complete 100% each year.
    * It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
    * It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.
11. Lease enforcement: Snow removal from front and rear egress.
12. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

* Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

February Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. A/C, heat and air handler filter change.
3. Clean sanitary systems, lubricate valves and pumps.
4. Clean and lubricate trash chutes and doors
5. Strip, wax and buff VAT and linoleum flooring.
6. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
   10. Check underbody for corrosion and hose off.
7. Check Smoke and Carbon Monoxide detectors during annual inspections.
8. Clean/disinfect compactor and trash chutes.
9. Inventory of supplies and small parts.
10. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Clear common hallways and stairs free from all obstructions. (PHN 2012-12)

* According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.

1. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

March Preventative Maintenance Task

1. Second Sunday, reset light timers and clocks for daylight saving time.
2. Monitor and issue on-going snow removal work orders.
3. Clean storage rooms and maintenance areas.
4. Touch up all common area paint.
5. Clean heater vents in all common areas.
6. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
   10. Check underbody for corrosion and hose off.
7. Check Smoke and Carbon Monoxide detectors during annual inspections.
8. Clean/disinfect compactor and trash chutes.
9. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Furniture, trash and debris free from exteriors.
2. Inventory of supplies and small parts.
3. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

April Preventative Maintenance Task

1. Fire extinguisher annual recertification.
2. Inspect all entry doors.
3. Clean dryer vents, exhaust vents and roof vent motors.
4. Service lawn equipment.
5. Inspect roofs and siding.
6. Clean common area flooring and carpeting.
7. Clean/disinfect dumpsters and compactor.
8. Cleaning of parking areas, roadways, driveways, walkways and storm drains.
9. Inspect trees and trim as needed (maintain 10ft distance from buildings)
10. Vehicle Inspection:
    1. Check all fluid levels: crank case, transmission, etc.
    2. Check antifreeze, radiator rust inhibiter, and thermostat.
    3. Check windshield washer fluid.
    4. Check belts and hoses.
    5. Check plugs, wiring, battery, clean and grease terminals.
    6. Clean out air cleaner.
    7. Check wheel alignment and tire balance (signs of uneven wear).
    8. Check heater and defroster.
    9. Check wiper blades for wear.
    10. Change engine oil in all vehicles (2nd quarter)
11. Check Smoke and Carbon Monoxide detectors during annual inspections.
12. Inventory of supplies and small parts.
13. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Check for proper AC installation (according to policy)

(See attached recommended Air Conditioner Policy)

May Preventative Maintenance Task

1. Clean all manholes.
2. Emergency generator PM.
3. Clean A/C condensers.
4. Sidewalk and parking lot crack and crevice sealing and repair.
5. Weed treatment at all sites.
6. Edge and mulch all planting beds.

**NOTE: Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited. (See attachment.)**

1. Clean/disinfect compactor and dumpsters.
2. Prune/trim all shrubs and bushes away from buildings (maintain 2ft clearance from all structures).
3. Fertilize lawns.
4. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
5. Inventory of supplies and small parts.
6. Check Smoke and Carbon Monoxide detectors during annual inspections.
7. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Cooking grills and fire pits (according to policy)

* DHCD recommends the ban of fire pits on all public housing property. There is extreme risk to life and safety with the unsupervised use of fire pits.

All cooking grills should be used a minimum of 10 feet from all structures.

June Preventative Maintenance Task

1. Summer boiler shut-down and PM service. (non-heating season June 16th to September 14th)
2. Change A/C, heat and air handler filters.
3. Check interior emergency lighting.
4. Weed and edge all planting beds every 2 weeks (June 1st to Oct 1st)
5. Inspect site railings, walkways and stairs for potential hazards. Identify and repair as needed.
6. Edge and mulch all planting beds.

**NOTE: Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited. (See attachment.)**

1. Clean/disinfect dumpsters and compactor.
2. Check flags and replace as needed
3. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
4. Check Smoke and Carbon Monoxide detectors during annual inspections.
5. Inventory of supplies and small parts.
6. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Pools, trampolines and swing-sets (according to policy, see PHN 2003-04)

Furniture, trash and debris free from exterior.

July Preventative Maintenance Task

1. Clean dryer vents, exhaust vents and roof vent motors.
2. Inspect gutters, downspouts and splash blocks – repair as needed.
3. Inspect common area windows (glass, seals, balances and locks).
4. Inspect and repair site fencing
5. Clean/disinfect dumpsters and compactor.
6. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
   10. Change engine oil in all (3rd quarter)
7. Inventory of supplies and small parts.
8. Check Smoke and Carbon Monoxide detectors during annual inspections.
9. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

10. Lease enforcement: Pet policy (according to pet policy)

August Preventative Maintenance Task

1. Make up air units PM.
2. Strip, wax and buff VAT and linoleum flooring.
3. Clean/disinfect dumpsters compactor.
4. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
5. Inventory of supplies and small parts.
6. Check Smoke and Carbon Monoxide detectors during annual inspections.
7. Lease enforcement: Common hallways and stairs free from all obstructions. (PHN 2012-12)

* According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.

1. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.

It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

September Preventative Maintenance Task

1. Check electrical panels in boiler rooms and all common areas.
2. Domestic hot water systems PM.
3. Clean storage rooms and maintenance areas.
4. Touch up all common area paint.
5. Clean heater vents in all common areas.
6. Clean/disinfect dumpsters and compactor.
7. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
8. Inventory of supplies and small parts.
9. Check Smoke and Carbon Monoxide detectors during annual inspections.
10. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Removal of all AC’s (according to policy)

October Preventative Maintenance Task

1. October 7th through the 13th – Fire Prevention Month – Perform PM and check all fire systems, sprinklers, fire pumps, fire extinguishers, common area egress, etc.
2. Annual cleaning of septic systems.
3. Annual sewer station PM.
4. Boiler tune-up. (Heating season is September 15th through June 15th)
5. Change A/C, heat and air handler filters.
6. Clean/disinfect dumpsters and compactor.
7. Annual cleaning of all gutters.
8. Leaf removal.
9. Prune and trim all shrubs and bushes. (maintain 2ft clearance from all structures)
10. Fertilize lawns.
11. Buy and stock ice melt for winter.
12. Clean dryer vents, exhaust vents and roof vent motors.
13. Service snow blowers.
14. Cleaning of parking areas, roadways, driveways, walkways and storm drains.
15. Clean, service and store lawn equipment.
16. Vehicle Inspection:
    1. Check all fluid levels: crank case, transmission, etc.
    2. Check antifreeze, radiator rust inhibiter, and thermostat.
    3. Check windshield washer fluid.
    4. Check belts and hoses.
    5. Check plugs, wiring, battery, clean and grease terminals.
    6. Clean out air cleaner.
    7. Check wheel alignment and tire balance (signs of uneven wear).
    8. Check heater and defroster.
    9. Check wiper blades for wear.
    10. Change engine oil in all vehicles. (4th quarter)
17. Inventory of supplies and small parts.
18. Check Smoke and Carbon Monoxide detectors during annual inspections.
19. Unit inspections – schedule so as to complete 100% each year.

* It is recommended that inspections be completed by an administrative staff member or the Executive Director and a maintenance staff employee. This will ensure that the executive director and administrative staff become aware of the property conditions and any lease enforcement issues.
* It is recommended that you inspect a manageable number of units each month which allows for all maintenance deficiencies to be completed within the DHCD Property Maintenance Guidelines 14-day period.

1. Lease enforcement: Decorations (Halloween) cords running through doors and windows.
   1. Inspect all basements for proper clearance from heating systems (5ft).
   2. Fire prevention notices to tenants.

November Preventative Maintenance Task

1. First Saturday in November reset light timers and clocks back 1 hour for daylight saving time.
2. Monitor and issue on-going snow removal work orders.
3. Inspect trees and trim as needed (maintain 10ft clearance from all structures).
4. Monitor and issue on-going snow removal work orders.
5. Clean common area carpets and flooring.
6. Clean/disinfect compactor and trash chutes.
7. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
   10. Check underbody for corrosion and hose off.
8. Inventory of supplies and small parts.
9. Lease enforcement: Blocked egresses.
10. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

* Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

December Preventative Maintenance Task

1. Monitor and issue on-going snow removal work orders.
2. Check and replace flags as needed.
3. Clean/disinfect compactor and trash chutes.
4. Vehicle Inspection:
   1. Check all fluid levels: crank case, transmission, etc.
   2. Check antifreeze, radiator rust inhibiter, and thermostat.
   3. Check windshield washer fluid.
   4. Check belts and hoses.
   5. Check plugs, wiring, battery, clean and grease terminals.
   6. Clean out air cleaner.
   7. Check wheel alignment and tire balance (signs of uneven wear).
   8. Check heater and defroster.
   9. Check wiper blades for wear.
   10. Check underbody for corrosion and hose off.
5. Inventory of supplies and small parts.
6. Lease enforcement: Decorations (Christmas) Cords running through doors and windows.
7. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

* Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.